

Clarification Quick Reference

RSVP 2015

Examples of When to Write Clarification

- Unmet NOFO Requirement (Appendix A):
 - Minimum # Volunteers
 - geographic service area
- Incomplete work plan:
 - Missing target number
 - Incomplete or missing service activity description or instrument description
- Incorrect work plan:
 - Does not align with performance measure instructions (Appendix B)
 - Volunteer numbers or target numbers are not realistic for the proposed activity
- Unclear narrative information that may indicate a red flag
- FFMC reviewers will write budget clarification items

Other clarification reminders:

- There is only one clarification section on the Feedback tab of the IRF. Information entered here will be used in the clarification process of the review if the application advances to that stage.
- You may add additional clarification questions for items not included in the list above, but if any of the items listed above occur in the application you are reviewing, **clarification must be written**.
- Clarification questions must be written to **address all work plan issues**. This includes incomplete work plans and work plans that do not correctly align with the Performance Measure instructions, Appendix B. Be sure to review the Performance Measure FAQs from the competition to ensure you understand the performance measures.
- You only need to write clarification questions about unclear narratives if the narrative might indicate a programmatic red flag or specific risk that might be involved in awarding the application.

The Clarification Team is available during the review to answer your questions about clarification. To contact the Clarification Team, email POLRSVP@cns.gov and include CLARIFICATION TEAM in the subject line and your panel number.